

C.I.G. Administrative Instructions

RESTRICTED

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

18 April 1947

STATINTL

MEMORANDUM

NUMBER [REDACTED]

SUBJECT: Federal Works Agency Property Passes

INDEXED 5/27/47

STATINTL

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. A Federal Works Agency Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency. Building guards have been instructed to require that a signed F.W.A. Property Pass be obtained prior to the withdrawal of any equipment from a building. The procedures outlined herein regarding the issuing of Federal Works Agency Property Passes will be adhered to by all concerned.

2. Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective Branch Supply and Property Officer. After the necessary transfer documents have been initiated, the Branch Supply and Property Officer will forward a signed memorandum to the appropriate office or individual indicated in Paragraph 3 below requesting that a F.W.A. Property Pass be issued. This memorandum should be prepared in duplicate and one copy should be retained by the Branch Supply and Property Officer.

3. The Chief, Property Control Section, Services Division, P & A, is responsible for the coordination and control of all property transfers within this Agency, and is therefore charged with the issuing of all F.W.A. Property Passes. However, to expedite the movement of equipment, the individuals listed below are authorized by the Chief, Property Control Section, to issue property passes for all the buildings indicated below:

BuildingRoom

STATINTL

North)
South)
Central)
Administration)
"M")

235 South Bldg.
235 South Bldg.
235 South Bldg.

STATINTL

Que

169 Que Bldg.
169 Que Bldg.

STATINTL

(696)

161 New War
161 New War

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

RENUMBERED PER CIA GENERAL [REDACTED]

- 2 -

2210 E St., N.W.

STATINTL

All Buildings
(Communications
Equipment Only)

All Buildings
(Deliver & Turn-Ins
of Equipment except
Communications)

208, 2210 E St., N.W.
208, 2210 E St., N.W.

234 South Bldg.
254 South Bldg.

12-A North Bldg.
12-A North Bldg.
12-A North Bldg.

4. Property passes will not be issued until a written request is received from the Branch Supply and Property Officer. The individuals designated above will maintain a file of these requests to be forwarded to the Property Control Section at the end of each month.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 March 1949

25X1A

SUBJECT: Removal of Government Property from CIA Buildings.

RESCISION: Administrative Instruction No. [REDACTED] dated 18 April 1948,
subject: Federal Works Agency Property Passes.

1. A properly authenticated Federal Works Agency Property Pass (Form No. BM-68) is required before public property can be removed from CIA buildings.

2. The procedure outlined below will be followed when property affecting the accountability of an Accountable Officer is removed from CIA buildings:

a. One copy of Form No. BM-68 will be initiated by Property Accountable Officers for transfers of property to CIA supply warehouses or buildings. Such transfers will be completed by means of properly executed Property-Turn-In or Transfer Slips, Form No. 36-24.

b. One copy of Form No. BM-68 will be initiated by designated representatives of the Services Officer for issues of property from CIA warehouses.

c. One copy of Form No. BM-68 will be prepared by Property Accountable Officers for loan of Government property to an employee for approved official purposes. A Memorandum Receipt will also be prepared, using Form No. 36-44 Revised, for issues of this nature. The recipient will sign Form No. 36-44, certifying receipt of the item. Memorandum receipts will not be posted as credits to Stock Record Accounts, but will be retained by Property Accountable Officers pending return of the property by the recipient.

3. The following persons are authorized to sign FWA Property Passes:

a. Property Accountable Officers and their alternates.

b. Designated representatives of the Services Officer.

4. The Chief, Inspection and Security will receive periodically from the Services Officer a list of persons authorized to sign property passes. It will be the responsibility of the Chief, Inspection and Security to provide for delivery of such lists to the FBA Guard Force.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

RESTRICTED

DISTRIBUTION: A

[REDACTED]
Captain, USN
Executive

CENTRAL INTELLIGENCE GROUP
Washington, D. C.*Rescinded*

[REDACTED]

STATINTL
STATINTL
STATINTL

MEMORANDUM

18 April 1947

[REDACTED] RENUMBERED CIA ADM. INSRUC. [REDACTED] (EO 41, 4/26/47)

3/2/49

SUBJECT: Federal Works Agency Property Passes

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. A Federal Works Agency Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency. Building guards have been instructed to require that a signed F.W.A. Property Pass be obtained prior to the withdrawal of any equipment from a building. The procedures outlined herein regarding the issuing of Federal Works Agency Property Passes will be adhered to by all concerned.

2. Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective Branch Supply and Property Officer. After the necessary transfer documents have been initiated, the Branch Supply and Property Officer will forward a signed memorandum to the appropriate office or individual indicated in Paragraph 3 below requesting that a F.W.A. Property Pass be issued. This memorandum should be prepared in duplicate and one copy should be retained by the Branch Supply and Property Officer.

3. The Chief, Property Control Section, Services Division, P & A, is responsible for the coordination and control of all property transfers within this Agency, and is therefore charged with the issuing of all F.W.A. Property Passes. However, to expedite the movement of equipment, the individuals listed below are authorized by the Chief, Property Control Section, to issue property passes for all the buildings indicated below:

BuildingRoom

North)
South)
Central)
Administration)
"M")

235 South Bldg.
235 South Bldg.
235 South Bldg.

Quo

2169 Quo Bldg.
2169 Quo Bldg.

STATINTL

STATINTL
STATINTL

(696)

- 2 -

STATINTL

2210 E St., N.W.

All Buildings
(Communications
Equipment Only)

All Buildings
(Deliver & Turn-Ins
of Equipment except
Communications)

208, 2210 E St., N.W.
208, 2210 E St., N.W.

254 South Bldg.
254 South Bldg.

12-A North Bldg.
12-A North Bldg.
12-A North Bldg.

4. Property passes will not be issued until a written request is received from the Branch Supply and Property Officer. The individuals designated above will maintain a file of these requests to be forwarded to the Property Control Section at the end of each month.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

30 October 1947

TO:

FROM: Chief, Services Branch

SUBJECT: Federal Works Agency Property Passes

EFFECTIVE 31 October 1947

STATINTL

SUPERCEDES AND RESCINDS ADMINISTRATION INSTRUCTION [REDACTED]

1. A Federal Works Agency Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency. With the exception of space movements of personnel and equipment, Building guards have been instructed to require that a signed F.W.A. Property Pass be obtained prior to the withdrawal of any equipment from a building. The procedures outlined herein regarding the issuing of Federal Works Agency Property Passes will be adhered to by all concerned.

2. Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective Branch Supply and Property Officer. After the necessary transfer documents have been initiated, the Branch Supply and Property Officer will forward a signed memorandum to the appropriate office or individual indicated in Paragraph 3 below requesting that a F.W.A. Property Pass be issued. This memorandum should be prepared in duplicate and one copy should be retained by the Branch Supply and Property Officer.

3. The Chief, Property Control Division, Services Branch, A & M, is responsible for the coordination and control of all property transfers within this Agency, and is therefore charged with the issuing of all F.W.A. Property Passes. However, to expedite the movement of equipment, the individuals listed below are authorized by the Chief, Property Control Division, to issue property passes for all the buildings indicated below:

| Building | Name | Room |
|----------------|------------|-------------------|
| North | [REDACTED] | 205 North Bldg. |
| | [REDACTED] | 205 North Bldg. |
| South | [REDACTED] | 202 South Bldg. |
| | [REDACTED] | 202 South Bldg. |
| Central | [REDACTED] | 112 Central Bldg. |
| | [REDACTED] | 112 Central Bldg. |
| Administration | [REDACTED] | 120 Adm. Bldg. |
| "Q" | [REDACTED] | 2169 "Q" Bldg. |
| | [REDACTED] | 2169 "Q" Bldg. |
| "M" | [REDACTED] | 2040 "M" Bldg. |
| | [REDACTED] | 2432 "M" Bldg. |

STATINTL

STATINTL

STATINTL

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STATINTL

All Buildings
(Communication
Equipment only)

All Buildings (Deliver and
turn-in of Equipment except
Communication)





202 South Bldg.
202 South Bldg.

Attic, North Bldg.

STATINTL

STATINTL

STATINTL

| | | |
|--|---|-------------------------------|
| TRANSMITTAL SLIP | | |
| 4 November 1947 DATE | | |
| TO: ACTING CHIEF, MANAGEMENT BRANCH | | |
| BUILDING |  | ROOM NO. 7128 |
| REMARKS: | | |
| <p>It is requested that CIA Administrative Instruction No.  be formally rescinded.</p> <p style="text-align: center;"></p> | | |
| FROM: CHIEF, SERVICES BRANCH  | | |
| BUILDING | North | ROOM NO. 200 EXTENSION 785 |
| FORM NO. 36-8 SEP 1946 | | (1299) |

181218

STATINTL

STATINTL

PROPERTY

TO

BRANCH OR SERVICES DIVISION SUPPLY OFF

FROM

BRANCH SUPPLY AND PROPERTY OFFICER

PAGE 1 OF 1 PAGE

VOUCHER NO.

181218

TURN-IN SLIP NO.

14

| ITEM NO. | STOCK NO. | NOMENCLATURE | UNIT | QUANTITY | REMARKS | ACTION |
|----------|-----------|------------------------|------|----------|---------|------------------------|
| 99 | 100.00 | thundermaps, porcelain | (1) | 12 | FMT | Pick up from 3310 EST. |

STATINTL

* LEGEND FOR REMARKS: FMT - UNSERVICEABLE, DUE TO FAIR WEAR AND TEAR. SER - SERVICEABLE.

I CERTIFY that the articles listed herein are turned in under the circumstances indicated in "REMARKS".

1/13/48

DATE

FICER)

STATINTL

The quantities shown in the "ACTION" column have been received

1/13/48

DATE

SIGNATURE (SUPPLY OFFICER)

FORM NO. 36-24
NOV 1946

(1622)

DRAFT

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

DATE _____

STATINTL

SUBJECT: Federal Works Agency Property Passes
(Rescinds Administrative Instruction No. [REDACTED]
dated 18 April 1947)

1. A properly authorized Federal Works Agency Property Pass (Form BM-68) is required by building guards before public property can be withdrawn from CIA buildings.

2. The following persons are authorized to sign FWA Property Passes:

a. Administrative Officers

(For removal of property by individuals assigned to their respective offices.)

b. Supply Officers, Services Branch, A&M

c. Communications Supply Officer and Property Officer

3. Administrative Officers

The procedure outlined below will be followed where individuals are authorized to remove property from CIA buildings:

a. Upon request of the individual, the Administrative Officer will prepare a FWA Property Pass in three copies, indicating the individual's name and CIA badge number; and the nomenclature, quantity and serial number of the property, as applicable. Each copy of the pass will be signed by the individual requesting movement of the property.

b. The Administrative Officer will retain triplicate copy and will hand original and duplicate to individual requesting movement of property.

c. The individual will give original and duplicate of the pass to building guard at time property is withdrawn.

d. The guard will check individual's CIA badge number against the badge number indicated on pass before property is removed.

e. The guard will retain original of pass for PBA records and will hand duplicate to the receptionist for transmittal to the appropriate Administrative Officer. (In cases where the Administrative Officer is not the Accountable Officer, this copy will be forwarded by the Administrative Officer to the Accountable Officer.)

Individuals are responsible for property withdrawn from CIA buildings until the property has been returned to the appropriate Administrative or Accountable Officer.

- 1 -

- 2 -

4. Supply Officers, Services Branch, A&M and
Communications Supply and Property Officers

Upon receipt of a properly certified Property Turn-in or Transfer Slip Form 36-24, Supply and Property Officers are authorized to prepare and sign Federal Works Agency Property Passes as required for the removal of property, equipment for repair, for transfer among CIA buildings, or for turn-in to CIA warehouses.

TRANSMITTAL SLIP

20 January 1948
DATE

TO: ACTING CHIEF, MANAGEMENT BRANCH

BUILDING [REDACTED] ROOM NO. 7124

REMARKS:

It is requested that the draft of the Administrative Instruction re FWA Property Passes which was prepared by [REDACTED] be issued.

FROM: CHIEF, SERVICES BRANCH *W. J. M.*

BUILDING NORTH ROOM NO. 200 EXTENSION 785

FORM NO. 36-8
SEP 1946

(1299)

TRANSMITTAL SLIP

DATE

TO: [REDACTED]

BUILDING NORTH ROOM NO. 205

REMARKS:

For comment and return to Chief, Services Branch by 20 JANUARY.

FROM:

BUILDING ROOM NO. EXTENSION

FORM NO. 36-8
SEP 1946

(1299)

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | INITIALS | DATE |
|--|----------|------|
| 1 [REDACTED] ²⁰⁰ <i>horth</i> | | |
| 2 [REDACTED] | | |
| 3 [REDACTED] <i>Int Br.</i> | | |
| 4 [REDACTED] | | |
| 5 [REDACTED] | | |

| FROM | INITIALS | DATE |
|----------------------------------|----------|---------------|
| 1 [REDACTED] - <i>Int Br. RB</i> | | <i>14 Jan</i> |
| 2 [REDACTED] | | |
| 3 [REDACTED] | | |

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☒ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☒ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL TO : [REDACTED] Chief, Services Branch

DATE: 19 January 1948

FROM : Chief, Property Control Division

SUBJECT: Federal Works Agency Property Passes

1. Administrative Instruction, Subject: "Federal Works Agency Property Passes", has been revised and is returned with the original draft previously submitted to this office.

2. The major changes included in the redraft are indicated below:

a. Paragraph 3-a, provides for the retention of a memorandum by accountable officers which will assist in reconciling property records during the course of audits, and, in turn, also serves as a hand receipt for property on loan to using individuals.

b. Paragraph 3-c, the memorandum retained by Administrative Officers serves as a permanent record, substantiating the issuance of property passes to requesting individuals.

One copy of Federal Works Agency Property Passes prepared by Administrative and Accountable Officers, as provided in the attached instructions, will be issued to P.B.A. Building Guards, upon removal of property by requesting individuals. Such passes will serve as a permanent record in the office of the Captain, P.B.A. Guards.

c. Paragraph 5 - To insure the issuance of Federal Works Agency Property Passes by authorized individuals, it is suggested that sample signatures of Administrative and Accountable Officers be forwarded to this office, five days prior to the effective date of the attached Administrative Instruction. The Property Control Division will, in turn, obtain photostatic copies of signatures and issue same to P.B.A. Building Guards, thru [REDACTED] Physical Security Division, CIA. It is advisable that signatures be obtained, inasmuch as it will provide further protection in safeguarding agency property.

3. Forwarded for your review and comments.



CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Date:

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

SUBJECT: Federal Works Agency Property Passes
(Rescinds Administrative Instruction No. [REDACTED])

STATINTL

(Effective 10 Days After Publication)

1. A properly authorized Federal Works Agency Property Pass (Form BM-68) is required by building guards before public property can be withdrawn from CIA buildings.
2. The following persons are authorized to sign FWA Property Passes:
 - a. Administrative Officers - For removal of property by individuals assigned to their respective office.
 - b. Supply Officers, Services Branch, A&M - For removal of property to warehouse.
 - c. Communications Supply Officer and Property Officer - For removal of communications equipment to warehouse.
3. The procedure outlined below will be followed by individuals desiring to remove property from CIA buildings:
 - a. The individual will obtain a written memorandum, prepared in duplicate, from his accountable officer, requesting the issuance of a FWA Property Pass. The memorandum will indicate the requesting individuals name, correct nomenclature, quantity and serial numbers, if available, of property. The original of the memorandum will be given to the requesting individual. The remaining copy will be retained by the Accountable Officer and will serve as a hand receipt pending return of the property.
 - b. Upon presentation of the memorandum, the Administrative Officer will prepare one copy, of Form BM-68, FWA Property Pass, and issue same to the requesting individual. The Administrative Officer will utilize

the memorandum as a permanent record to substantiate the issuance of property passes. Form No. 36-24, pertaining to the removal of property to the warehouse, may be used as a record in lieu of the above memorandum by Supply and Property Officers as indicated in paragraph 2, b & c above.

4. Individuals removing property from the buildings of CIA will be responsible for same until the property has been returned to the appropriate Property Officer.

5. Administrative Officers and Accountable Officers designated in paragraph 2 above will forward a sample signature to the Chief, Property Control Division five days prior to the effective date of this memorandum.

DISTRIBUTION: TO ALL EMPLOYEES

D R A F T
14 January 1948CENTRAL INTELLIGENCE AGENCY
Washington, D. C.STATINTL ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

DATE _____

STATINTL SUBJECT: Federal Works Agency Property Passes
(Rescinds Administrative Instruction No. [REDACTED])

1. A properly authorized Federal Works Agency Property Pass (Form BM-68) is required by building guards before public property can be withdrawn from CIA buildings.
2. The following persons are authorized to sign FWA Property Passes:
 - a. Administrative Officers - For property withdrawn by individuals *from* within their offices.
 - b. Supply Officers, Services Branch, A&M - For transfer or turn-in of property to warehouse.
 - c. Communications Supply Officer and Property Officer - For transfer or turn-in of communications equipment to Warehouse.
3. The procedure outlined below will be followed by individuals desiring to withdraw property from CIA buildings:
 - a. The individual will request the issuance of a FWA Property Pass from his Administrative Officer.
 - b. The Administrative Officer will prepare the pass in two copies:
 - (1) Original - To individual requesting movement of property. This will be given to the PBA guard responsible.
 - (2) Duplicate - Retained by Administrative Officer, or, in cases where he is not the Accountable Officer, this copy will be given the Accountable Officer.
4. When the individual returns the property, he will notify the Administrative Officer who issued the withdrawal pass.

| UNCLASSIFIED RESTRICT CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
|--|--------------------|----------|---------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | General Counsel | L/H | 8 Feb. |
| 2 | Management Office | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | Management Officer | | 1/28/49 |
| 2 | | | |
| 3 | | | |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> COMMENT <input checked="" type="checkbox"/> CONCURRENCE </div> <div> <input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION </div> <div> <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input type="checkbox"/> FILE </div> </div> <p>REMARKS: Concur - This seems to cover the situation adequately</p> <div style="background-color: black; width: 100px; height: 40px; margin: 10px auto;"></div> | | | |
| SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED | | | |

STATINTL

FORM NO. 30-4
SEP 1947

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

102

STATINTL

| TO | INITIALS | DATE |
|------------------------------------|------------|---------|
| 1 [REDACTED] Inspection & Security | <i>MLC</i> | 2/21/49 |
| 2 Acting Management Officer | | |
| 3 | | |
| 4 | | |
| 5 | | |
| FROM | INITIALS | DATE |
| 1 Acting Management Officer | | 1/28/49 |
| 2 | | |
| 3 | | |

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☒ RETURN
☒ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☒ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

2/21/49
Returned per
our discussion of
this morning [REDACTED]

STATINTL

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

STATINTL

STATINTL

| | | | |
|-------------------------------------|----------|--------------------------|----------|
| FROM: | | TO: | |
| BUILDING | ROOM NO. | BUILDING | ROOM NO. |
| 2210 "2" | 102 | [REDACTED] | 144 |
| EXTENSION | | TRANSMITT. SLIP | |
| 787-8 | | 21 Feb. 1949 | |
| FORM NO. 36-8 SEP 1946 (1299) | | REMARKS: <i>Smith</i> | |

DRAFT - [REDACTED] - 26 Jan 19

STATINTL

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STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]SUBJECT: Removal of ^{Government or Personnel} Property from CIA Buildings.

STATINTL

Rescission: Administrative Instruction No. [REDACTED], dated 18 April 1947, subject: Federal Works Agency Property Passes.

1. Movement of CIA property within CIA.

a. Only the Services Office will move property from one ~~office or~~ activity to another, regardless of whether it is intra-building or inter-building. Only the Services Office will remove property from any building to the warehouse, vice-versa, or between warehouses.

b. Requests for movement of property within CIA will be made to Services Office on Form 36-7, "Request for Supplies, Equipment or Services", signed by the appropriate Administrative Officer or Property Accountable Officer.

2. Loan of CIA property to an individual employee. Loan of Government property to an employee will be made only when required for the exercise of Government business. The Deputy Assistant Directors and heads of activities are requested to limit the removal of property to those cases where the need will justify the effort expended.

a. Long-Term Loan.

(1) Loans for a duration of greater than 30 days will be made by the Services Office and not by the individual office.

(2) Requests for long-term loans will be made on Form

36-7, "Request for Supplies, Equipment or Services", signed by the appropriate Administrative Officer or Property Accountable Officer and counter-signed by the appropriate Deputy Assistant Director or Staff Chief. The request should state clearly that the property is for loan, the loan period, the name of the individual requesting the loan, and the address at which the property will be held. The Services Office will execute the necessary Federal Works Agency Property Pass (Form BM-68) and arrange for its utilization in removal of the property from CIA.

b. Short-Term Loan.

(1) Loans for a duration of less than 30 days will be made by the Administrative Officer or Property Accountable Officer, as the case may be, of the office or major activity concerned, by direction of the Deputy Assistant Director or head of subordinate activity as delegated by him, which delegation will not be below the branch level.

(2) Requests for short-term loan will be made to the appropriate Administrative Officer or Property Accountable Officer, as the case may be. He will obtain approval of the appropriate Deputy Assistant Director or head of subordinate activity, will make note on his property record the loan period, the name of the individual requesting the loan and the address at which the property will be held, and will execute and direct utilization of the necessary Federal Works Agency Property Pass (Form BM-68) for removal of the property from CIA.

3. Removal of personal property from CIA buildings.

a. No packages, bundles or papers may be removed from CIA buildings, without presentation of a properly authorized property pass to the building guard.

b. Requests for removal of personal property should be made to the appropriate Administrative Officer, Property Accountable Officer or his designated alternate. This officer will execute a Federal Works Property Pass (Form BM-68) indicating that property is personal.

4. Property Removal Procedure.

a. The Federal Works Property Pass will be prepared in duplicate and should show serial number of property being removed (when appropriate). The duplicate will be held by the initiating officer while the original will accompany the property being removed.

b. (1) The Chief of Inspection and Security will receive periodically from each Deputy Assistant Director or his designated alternate the ^{signature} names of persons responsible to sign property passes. A differentiation will be shown as to those designated to sign property passes for removal of Government property and those who sign passes for removal of personal property.

(2) All names will be collected on a single sheet of paper, the paper will be photostated and copies will be furnished to each building guard for permanent reference.

(3) In the event of change of personnel, the appropriate Deputy Assistant Director will notify the Chief,

Inspection and Security, who will prepare and distribute revised lists or amendments to existing lists, as appropriate.

(4) At time property is passing from the building, the property pass will be presented to the guard, who will compare signature on the pass with ^{the} signature list. The pass is retained by the guard for FWA files. If the guard questions the signature, he will telephone the person whose name appears on the approved list for verification.

- DRAFT - January 12, 1969

TO: Executive

FROM: Management Officer

1. The Management Office concurs in principle ⁱⁿ of the use of property passes to protect Government property used by CIA.

2. Several methods have been offered and discussed, none of which were concurred in by the Management Office because they were cumbersome and unnecessarily burdensome. More simplified methods were rejected by the Services Office.

3. It is proposed that a property pass system be developed generally as follows:

a. Only the Services Office will move property from one office or activity to another, regardless of whether it is intra-building or inter-building. Only the Services Office will remove property from any building to the warehouse or vice versa.

b. *Property will not be used by any employee except for the good of the Govt.*
b. Any loan of Government property to an employee for the good of the Government for a duration of greater than 30 days will be made by the Services Office and not by the individual office. Loans of Government property for short periods of time to employees may be made by the office concerned with the approval of the Assistant Director or the head of the subordinate activity as delegated by him, which delegation will not be below the branch level.

c. Although the authority for the loan of Government property to employees ~~as~~ stated in the paragraph above, the actual signing

of property passes will be made only by the Administrative Officer or Property Accountable Officer, as the case may be, of the office or major activity concerned.

d. Each Assistant Director ^{or} head of activity will furnish the name of one person authorized to sign the property passes to the Chief of Inspection and Security.

e. The Chief of Inspection and Security will secure the signature of all persons responsible to sign property passes, collecting them on a single sheet of paper, which will be photostated and furnished to each building guard for permanent reference. Thus, any individual removing property from any building will be required to produce a property pass signed by an individual whose signature is in the possession of the guard. The guard will refer to the signature list in each case, and if he questions the signature, will telephone the person whose name appears on the approved list for that office for verification.

f. In the event of change of personnel, the Chief of Inspection and Security will prepare a new signature list for the guards' desks *or amendments as appropriate.*

g. The Assistant Directors and heads of activities are requested to restrict the removal of property to those cases where the need will justify the effort expended.

h. In addition to the above, all employees will be notified that in the event that they are removing any large bundles or packages from their buildings, they may be required to secure a property pass in order to pass the guard, who is charged with the responsibility of protecting the property in the buildings.

PLEASE DO NOT DETACH

FEDERAL BUREAU OF INVESTIGATION
PUBLIC BUILDINGS ADMINISTRATION
OFFICE OF BUILDINGS MANAGEMENT

PROPERTY PASS

PASS _____ (Date) _____ out of the
_____ building with _____
belonging to _____

(Department or Agency) (Signed) _____
Good until _____ (Title) _____
BM-68 10-13207-1 U. S. GOVERNMENT PRINTING OFFICE

STATINTL

TRANSMITTAL SLIP

3 February 1948
DATE

TO: CHIEF, PROPERTY CONTROL DIVISION

STATINTL

BUILDING NORTH ROOM NO. 205

REMARKS:

The attached draft prepared by [REDACTED] is forwarded for your comment and return not later than Thursday, 5 February 1948.

STATINTL

STATINTL

STATINTL

FROM: CHIEF, SERVICES BRANCH *R.R.*

BUILDING NORTH ROOM NO. 200 EXTENSION 785

FORM NO. 36-8
SEP 1946

(1299)

TRANSMITTAL SLIP

2/9/48
DATE

TO: [REDACTED]

BUILDING F.W.A. ROOM NO. 7128

REMARKS:

The attached memo from [REDACTED] includes comment re Property Pass instruction proposal by [REDACTED] & concurs.

FROM: [REDACTED]

BUILDING North ROOM NO. 200 EXTENSION 785

FORM NO. 36-8
SEP 1946

(1299)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : [REDACTED] Chief, Services Branch

FROM : Chief, Property Control Division

SUBJECT: Property Passes

DATE: 5 February 1948

STATINTL

In response to your request, it is desired to briefly present some comments and suggestions relative to the attached draft of Administrative Instructions [REDACTED] Subject: "Federal Works Agency Property Passes".

Paragraph 3 a - It is suggested that further consideration be given to the advisability of requesting individuals obtaining authorization from their accountable property officer for removals of property assigned to their respective offices. This initial step will assist accountable property officers in reconciling property records during the course of audits and/or transfers of property accountability.

STATINTL

In addition, to the above it is suggested that sample signatures of Administrative and Accountable Officers be issued to PEA Building Guards, thru [REDACTED] Physical Security Division, CIA. This will insure the issuance of Federal Works Agency Property Passes by authorized individuals and will provide further protection in safeguarding Agency property.

STATINTL

Administrative Instructions No. [REDACTED] has been revised and is returned with the original draft previously submitted to this office.



STATINTL

| TRANSMITTAL SLIP | | |
|--|----------|-----------|
| DATE | | |
| TO: | | |
| BUILDING | ROOM NO | |
| REMARKS: | | |
| <p>1- HAS SERVICES BRANCH CONCURRED?</p> <p>2- I SHOULD HAVE COPIES OF THE FINAL INSTRUCTION SO THAT THE GUARDS CAN BE PROPERLY INFORMED PRIOR TO THE TIME THAT THE INSTRUCTION BECOMES EFFECTIVE.</p> | | |
| FROM: [REDACTED] | | |
| BUILDING | ROOM NO. | EXTENSION |
| FORM NO 36-9 SEP 1946 | | (1209) |

STATINTL

| UNCLASSIFIED | | RESTRICTED | CONFIDENTIAL | SECRET |
|--|-----------------------|--------------|--------------|--------------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | |
| TO | | INITIALS | DATE | |
| 1 | [REDACTED] | [Signature] | | |
| 2 | [REDACTED] | RAB | 23 Jan. | |
| 3 | [REDACTED] to Central | MEK | 26 JAN. | |
| 4 | EX. for I & S | | | |
| 5 | | | | |
| FROM | | INITIALS | DATE | |
| 1 | Ex to I & S | SE | 22 Jan. | |
| 2 | | | | |
| 3 | | | | |
| <input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE | | | | |
| REMARKS: 1 & 2 - Comment if desired 3 - Prepare statement of concurrence or remarks. 1 Comments attached. 2. Concurs with [REDACTED] comment, other aspects of property control will be taken up separately. RAB | | | | |
| SECRET | | CONFIDENTIAL | RESTRICTED | UNCLASSIFIED |

FORM NO. 30-4
SEP 1947

STATINTL

| UNCLASSIFIED | | RESTRICTED | CONFIDENTIAL | SECRET |
|--|----------------------------------|------------|----------------|--------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | |
| TO | | INITIALS | DATE | |
| 1 | <i>Exec. 2 & 5.</i> | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| FROM | | INITIALS | DATE | |
| 1 | <i>[Redacted] Management Br.</i> | | <i>1/22/48</i> | |
| 2 | <i>Please return to HIR</i> | | | |
| 3 | | | | |

☐ APPROVAL
☐ ACTION
☒ COMMENT
☒ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: *would appreciate your approval of the attached proposed Admin. instruction in regard to security aspects.*

RMB

| | | | |
|--------|--------------|------------|--------------|
| SECRET | CONFIDENTIAL | RESTRICTED | UNCLASSIFIED |
|--------|--------------|------------|--------------|

FORM NO. 30-4
SEP 1947

STATINTL

23 January 1948

STATINTL

MEMORANDUM TO [REDACTED]

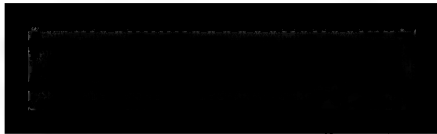
SUBJECT: Federal Works Agency Property Passes

I recommend that these Instructions include the following:

- a. Procedure to provide guards with specimen signatures of persons authorized to sign FWA Property Passes FM-68.
- b. Procedure to provide followup by Administrative or Accountable Officer on property removed from CIA buildings.
- c. Procedure to cover removal of property by repairmen, etc., when property does not necessarily go to warehouse.
- d. Paragraph 4 should specify the responsibility or relief from responsibility of individuals in 2 a, b, c, and the removing individual.
- e. Procedure for receipts for property returned.

*March file
Property Passes
in warehouse file*

STATINTL



STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]28
X February 1949SUBJECT: Removal of ^(Government) Property From CIA Buildings

STATINTL

Rescinds: Administrative Instruction No. [REDACTED] dated
18 April 1948, Subject: Federal Works Agency
Property Passes.

1. A properly authorized Federal Works Agency Property Pass (Form No. BM-68) is required before public property can be withdrawn from CIA buildings.

2. The procedure outlined below will be followed with respect to withdrawals of property from CIA buildings which effect the accountability of an Accountable Officer:

a. One copy of Form No. BM-68 will be initiated by Property Accountable Officers for transfers of property to CIA supply warehouses or buildings. Such transfers will be consummated by means of a properly executed Property Turn-In or Transfer Slip, Form No. 36-24.

b. One copy of Form No. BM-68, will be initiated by designated representatives under the supervision of the Services Officer for issues of property from CIA warehouses.

c. One copy of Form No. BM-68 will be prepared, by the Property Accountable Officers for loan of Government property to an employee for the exercise of Government business. A Memorandum Receipt will be prepared, using Form No. 36-44, Revised, for issues of this nature. The recipient will sign Form No. 36-44 in the space provided, certifying receipt of the item received. Memorandum receipts will not be posted as a credit to the Stock Record Account but will be retained by the Property Accountable Officer pending return of the property from the recipient.

3. The following persons will be authorized to sign FWA Property Passes, after approval has been granted by the Services Officer:

a. Property Accountable Officers and their alternates.

b. Designated representatives under the supervision of the Services Officer.

4. The Chief, Inspection and Security will receive periodically from the Services Officer or his designated alternate memorandums containing signatures of persons authorized to sign property passes. It will be the responsibility of I&S to direct such memorandums to the PBA Guard Force.

STATINTL

See:

ILLEGIB

STATINTL

/ ([REDACTED] ^{to stand}
 Doug - Here is the Services
 Branch Draft of [REDACTED]
 It looks like a good
 job to me - It
 covers all we have
 to say except differ-
 entiating between long
 and short-term loans.
 In this instance
 the property acceptable
 offer is wholly acceptable
 on all loans. I
 don't see much harm in
 that this - It does keep
 Services Branch, per se
 out of direct contact with
 users, which may be good (cc)

Suggest that can use
Source draft as is —
but now !

| UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
|--|------------------------------------|------------|---------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | Acting Services Officer | <i>DVG</i> | 15 Feb. |
| 2 | Acting Management Officer | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | Acting Management Officer | | 1/28/49 |
| 2 | | | |
| 3 | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> COMMENT <input checked="" type="checkbox"/> CONCURRENCE </div> <div> <input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION </div> <div> <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input type="checkbox"/> FILE </div> </div> <div style="margin-top: 10px;"> REMARKS: <i>Long - The attached draft is our recommendation of the new</i> [REDACTED] </div> <div style="text-align: right; margin-top: 10px;"> <i>DVG</i> </div> | | | |
| SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED | | | |

FORM NO. 30-4
SEP 1947

STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

Date:

STATINTL

SUBJECT: Federal Works Agency Property Passes
(Rescinds Administrative Instruction No. [REDACTED])

1. A properly authorized Federal Works Agency Property Pass (Form FM-68) is required by building guards before public property can be withdrawn from CIA buildings.

STATINTL

2. The following persons are authorized to sign FWA Property Passes:

a. Administrative Officers - (For removal of property by individuals assigned to their respective offices.) [REDACTED]

b. Supply Officers, Services Branch, ASM - [REDACTED]

c. Communications Supply Officer and Property Officer - [REDACTED]

4 {
3. ADMIN OFF The procedures outlined below will be followed by individuals ^{who for reason are authorized} ~~to remove~~ property from CIA buildings:

- a. Upon request of the individual, the Administrative Officer will prepare a FWA Property Pass in three copies, indicating the individual's name and CIA badge number; and the nomenclature, quantity and serial number of the property, as applicable. Each copy of the pass will be signed by the individual requesting movement of the property.
 - b. The Administrative Officer will retain triplicate copy and will hand original and duplicate to individual requesting movement of property.
 - c. The individual will give original and duplicate of the pass to building guard at time property is withdrawn.
 - d. The guard will check individual's CIA badge number against the badge number indicated on pass before property is ~~released~~ ^{removed}.
 - e. The guard will retain original of pass for FWA records and will hand duplicate to the receptionist for transmittal to the appropriate Administrative Officer. (In cases where the Administrative Officer is not the Accountable Officer, this copy will be forwarded to the Accountable Officer)
^{by the administrative officer}
- Individuals are responsible for property withdrawn from CIA buildings until the property has been returned to the appropriate Administrative or Accountable Officer.

INTRODUCING

STATINTL

"ADMINISTRATIVE INSTRUCTION NO. [REDACTED]"

"PROCEDURE FOR THE REMOVAL OF PROPERTY FROM CIA BUILDINGS"

STATINTL

STATINTL

Based on the original story by: [REDACTED]

Technical Assistance by: [REDACTED]

STATINTL

Directed by: [REDACTED]

Produced by: [REDACTED]

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

STATINTL

SUBJECT: Procedure For The Removal of Property and Equipment From
C.I.A. Buildings (Rescinds Administrative Instruction No. [REDACTED]
dated 18 April 1947)

1. A properly authorized Federal Works Agency Property Pass
(BM-68) is required by building guards before public property can be
withdrawn from C.I.A. buildings.

2. Preparation and Issuance of F.W.A. Property Passes

a. For removal of property by individuals:

- (1) Individuals desiring to remove property from C.I.A. buildings must request the issuance of a F.W.A. Property Pass from their Administrative Officers.
- (2) Administrative Officers will prepare F.W.A. Property Passes in three copies, indicating the individual's name and C.I.A. badge number; and the nomenclature, quantity and serial number of the property, as applicable. Each copy of the pass will be signed by the individual requesting movement of the property.
- (3) Administrative Officers will retain the triplicate copy of the Pass and give the original and duplicate copies to the individual requesting removal of property.

b. For removal of property and equipment for repair ^{excluding space movement:} ~~for transfer~~
among C.I.A. buildings, ~~or for return to Warehouse~~

- (1) Upon receipt of a properly certified "Property Turn-In or Transfer Slip" Form 36-24, Supply Officers, A&M and Communications Supply and Property Officers, OSO, are authorized to prepare and issue F.W.A. Property Passes.
- (2) The Property Pass will be prepared in three copies indicating all identifying information contained on the Form 36-24; and the name and C.I.A. badge number of the person responsible for the removal of the property.
- (3) The triplicate copy of the Pass will be retained by the issuing Officer and the original and duplicate given to the individual responsible for the removal of the property.

ILLEGIB

3. Removal of Property From C.I.A. Buildings

a. The procedure outlined below will govern the removal of property from C.I.A. buildings:

- (1) The individual will give the original and duplicate copies of the F.W.A. Property Pass to the building guard at the time property is withdrawn.
- (2) The guard will check individual's C.I.A. badge number against the badge number indicated on Pass before property is removed.
- (3) The guard will retain original of Pass for P.B.A. records and will hand duplicate to the receptionist for transmittal to the appropriate Administrative Officer or Property and Supply Officers.
(In cases where the Administrative Officer is not the Accountable Officer, this copy will be forwarded by the Administrative Officer to the Accountable Officer)

4. Individuals are responsible for property withdrawn from C.I.A. buildings until the property has been returned to the appropriate Administrative or Accountable Officer.

STATINTL



D R A F T

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

DATE _____

SUBJECT: Federal Works Agency Property Passes
(Rescinds Administrative Instruction [REDACTED]
dated 18 April 1947)

1. A properly authorized Federal Works Agency Property Pass (Form BM-68) is required by building guards before public property can be withdrawn from CIA buildings.

2. The following persons are authorized to sign FWA Property Passes:

a. Administrative Officers

(For removal of property by individuals assigned to their respective offices.)

b. Supply Officers, Services Branch, A&Mc. Communications Supply Officer and Property Officer3. Administrative Officers

The procedure outlined below will be followed where individuals are authorized to remove property from CIA buildings:

a. The individual will obtain a written memorandum, prepared in duplicate, from his accountable officer, requesting the issuance of a FWA Property Pass. The memorandum will indicate the requesting individuals name, CIA badge number; correct nomenclature, quantity and serial number of property, if available. The original of the memorandum will be given to the requesting individual. The remaining copy will be retained by the Accountable Property Officer pending receipt of Form No. BM-68, FWA Property Pass as indicated in paragraph 3 f below. Both copies will be retained as a hand receipt pending return of the property.

b. Upon presentation of the memorandum, the Administrative Officer will prepare FWA Property Pass, in triplicate, indicating the information contained in the memorandum. Each copy of the pass will be signed by the individual requesting movement of the property.

c. The Administrative Officer will retain triplicate copy and will hand original and duplicate to individual requesting movement of property.

d. The individual will give original and duplicate of the pass to building guard at time property is withdrawn.

e. The guard will check individuals CIA badge number against the badge number indicated on pass; Administrative Officers signature indicated on pass against sample signature on file copies maintained at the guards desk before property is removed.

f. The guard will retain original of pass for FBA records and will hand duplicate to the receptionist for transmittal to the appropriate Administrative Officer. (In cases where the Administrative Officer is not the Accountable Officer, this copy will be forwarded by the Administrative Officer to the Accountable Officer.)

Individuals are responsible for property withdrawn from CIA buildings until the property has been returned to the appropriate Administrative or Accountable Officer.

4. Supply Officers, Services Branch, A&M and
Communications Supply and Property Officers

Upon receipt of a properly certified "Property Turn-in or Transfer Slip," Form 36-24, Supply and Property Officers are authorized to prepare and sign Federal Works Agency Property Passes as required for the removal of property and equipment for repair, for transfer among CIA buildings, or for turn-in to CIA warehouses.